

ATSH-TB (100)

20 October 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment

1. Army policy on sexual harassment is outlined in AR 600-20, paragraph 6-4. Per that regulation, sexual harassment is defined as a form of sexual discrimination that involves unwelcome/unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature.
2. My policy is quite simple: zero tolerance. Do not confuse this with a zero defect environment. On the contrary, this means that action will be taken following the report of sexual harassment. Every report/allegation will be investigated in accordance with Army policy and regulations to determine the facts and potential remedial action, if any. Sexual harassment interferes with mission accomplishment and unit cohesion and will not be tolerated. The prohibition against sexual harassment is not limited to the work site or to duty hours.
3. Soldiers and DA Civilians in the Infantry Training Brigade should follow the simple guidelines of the Golden Rule: Treat others as you would want to be treated. It is imperative that our Commanders Drill Sergeants and Support Cadre pay particular attention to professional standards of conduct at all times with trainees and each other. The Infantry Training Brigade will be the standard bearer for our Army.
4. Before assuming responsibilities in their units, all leaders and soldiers will complete Gender Awareness Training taught in the Drill Sergeant School or the Cadre Training Course. Elimination of sexual harassment begins with education and awareness.
5. All members of the Brigade must be constantly aware of the possible abuse of their authority and ensure that any case of suspected harassment is reported through the chain of command as soon as possible. If any member of this command believes they are being harassed, they should immediately report it to their chain of command. Members may also use the Chaplain's office, the IG, the EO office or the Installation Sexual Harassment Hotline (545-3206) as another means of reporting harassment. The key is reporting.

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6. I fully expect subordinate commanders to adhere to DA policy and ensure strict compliance in their units. It is an imperative for mission accomplishment.

A handwritten signature in black ink, appearing to read "Thomas W. Hayden", with a long horizontal flourish extending to the right.

THOMAS W. HAYDEN
LTC (P), IN
Commanding

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